Commodity Categories and Subcategories Guideline - 6.1.G (12/15/99)

Last Update: (12/15/99) ABachicha:dal - 6.1.G.0

This guideline has been reformatted for placement on Sandia's External Web site.

Procedures - 6.1.G.1

Using a commodity category and subcategory enables Procurement to:

- assign the procurement to the appropriate SCR,

- accumulate data regarding the types of goods and services being purchased by SNL,

- develop a framework for subsequent analysis to identify goods and services that are candidates for Ordering Agreements (OA) or Just-in-Time (JIT) contracting,

- allow for a comparison of pricing changes in goods purchased,

- assist SCRs in negotiations by providing information about market trends relative to specific classes of products,

- identify contracts with special attributes as defined by the modifier(s),

- assist SCRs in querying external databases to identify potential sources for goods and services, and

- provide a means for querying external databases for price trends and suppliers. Extensive price tend data is available by product codes from the U.S. Department of Labor. These data are available from the Procurement Price/Cost Analyst.

Commodity Assignments - 6.1.G.2

The following steps outline the process of commodity category and subcategory.

Step	Who	Action
1	Requester	- Assigns commodity category and subcategory in Oracle. - Prepares and submits PR.
2	SCR	Reviews the commodity category and subcategory for correct SCR assignment (see "Note" below). - Reassigns or makes changes to PR, if applicable. - Places order/contract.

Note: See URL address: http://www-irn.sandia.gov/organization/div10000/procurement_ctr/htmldocs/categoriesbyscr.htm)

Send feedback on ideas and information on this page to the Process Expert, Adolph Bachicha.

{PRIVATE "TYPE=PICT;ALT=[mailout]"} *Adolph Bachicha*

{PRIVATE "TYPE=PICT;ALT=[Mail to:]"} *Frank Lujan III*